

**MGA ALITUNTUNIN KAGAWARAN, KAWANIINAN AT
TANGGAPAN AT MGA KAUTUSANG PAMPANGASIWAAN**
(DEPARTMENT, BUREAU AND OFFICE ADMINISTRATIVE ORDERS AND
REGULATIONS)

National Economic and Development Authority

REPUBLIC OF THE PHILIPPINES
PHILIPPINE NATIONAL VOLUNTEER
SERVICE COORDINATING AGENCY

OFFICE CIRCULAR No. II
Series of 1995

**GUIDELINES FOR THE IMPLEMENTATION
OF A SPECIAL VOLUNTEER ASSIGN-
MENT PROGRAM**

WHEREAS, local projects benefit from the assistance of local and foreign volunteers who augment technical inputs to their implementation.

WHEREAS, the demand for volunteer assistance has intensified in recent years as the national volunteer program gains wider recognition and utilization of volunteers in the implementation of programs and projects of government agencies and non-governmental organizations.

THEREFORE, pursuant to MSAB Resolution No. 1 (S. 1994) and towards the promotion of the objectives of the national volunteer program and functions of the Philippine National Volunteer Service Coordinating Agency (PNVSCA), this set of guidelines is hereby adopted for the implementation of the Special Volunteer Assignment Program:

TITLE I— OBJECTIVES

The Special Volunteer Assignment Program shall pursue the following objectives:

1. To provide technical assistance to programs and projects through the services

of volunteer professionals for less than two (2) years;

2. To fill a critical manpower requirement of programs and projects which can be provided by volunteers who are specially skilled, and highly qualified to conduct doable activities on short assignment.

TITLE II—STRATEGIES

Under this program, the services of volunteer professionals can be utilized through the following:

1. Assistance to preplanning activities, planning and initiating rehabilitation and implementation of rehabilitation activities in communities ravaged by calamities;

2. Volunteer deployment as a response to a critical need for manpower and expertise during a particular phase of project implementation;

3. Deployment of volunteer professionals to infuse new technology which can provide the needed headstart to spur implementation of project activities.

**TITLE III—PARAMETERS FOR DEPLOYING
VOLUNTEERS**

1. Deployment of volunteers under this program shall conform with established procedures of the national volunteer program and the provisions of Executive Order No. 635 and Office Circular No. 1, Series of 1981, except the tenure subject to the approval of the Agency.

2. The program shall deploy professionals who have proficiency in the English or

local language as to render predeployment language training unnecessary and to enable immediate assistance or technology transfer.

3. The program shall support the goal of achieving a corps of local technicians equipped with competencies needed for an accelerated development and the attainment of the objectives set forth in the Medium-Term Philippine Development Plan.

All office orders and circulars inconsistent herewith are hereby modified or amended accordingly.

TITLE IV—EFFECTIVITY

This guidelines shall become effective fifteen days after its publication.

20 May 1996, Quezon City.

(Sgd.) VIRGINIA P. DAVIDE
Director

Approved:

(Sgd.) CIELITO F. HABITO
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and NEDA Director General*